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# Example of DC Operations Job Description

Our innovative and growing company is searching for experienced candidates for the position of DC operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for DC operations

* Make adjustments as necessary during shift to receive, restock and ship appropriate product required for daily order response and program demands
* Operate within standard operating procedures (SOPs) and safe work guidelines
* Complete shift operations, reporting, and other paperwork as required in specific department
* Assist in daily operational duties as necessary (e.g Material Handler, VC, IC, Equipment Operator Returns, Shipping, Ecommerce)
* Assist DC management team with staffing projections based on corporate unit volume forecasts, and production rate/staff metrics to ensure appropriate staff levels
* Assist in the development of capital budget and provide an executive level summary for tracking progress
* Provide ROI analysis on capital equipment purchases and IS/IT change requests
* Manage/participate in IS/IT, expense and operations projects as identified
* Provide cost analysis and assist in the development of improved department operating procedures, programs and measurements
* Influence decisions providing direction from a quantitative perspective

## Qualifications for DC operations

* Recommend cost savings initiatives for the DC based on analysis of labor and non labor expense trends, current work methods and procedures
* Act as the liaison to the finance group supporting the annual budget process and monthly close
* Support the Distribution Center management team developing reporting programs as required
* Demonstrate the Supply Chain Values and Behaviors with a high level of personal and professional conduct
* Ensure open communication is welcome and in place in all departments and forums
* Quick learner with superior time management, project management and problem solving skills